2003–2004
IDP GUIDELINES

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*The technical information in this document is based on NCARB certification requirements, conditions, and procedures in effect from July 1, 2003 to June 30, 2004. You should compare these criteria with those established by your state registration board.

Introduction

Your education as an architect typically begins in a school of architecture. But it does not end there. Training in architectural firms, continuing education, and professional practice further the educational process. Schools and firms offer many opportunities for acquiring knowledge and skills; however, you must take responsibility for developing your competencies to the fullest.

State registration requirements establish the minimum criteria for legally practicing architecture. The most broadly accepted training requirements are encompassed in the Intern Development Program (IDP).* Participation in IDP reflects your commitment to acquiring the comprehensive training that is essential for competent practice.

IDP responds to your professional development needs by providing a wide range of resources that enhance day-to-day experience. The IDP training requirement establishes levels of training in important areas of architectural practice. Through the IDP mentorship system, you receive advice and guidance from practitioners. The IDP record-keeping system facilitates the documentation of internship activities, while the IDP supplementary education system provides a variety of learning resources designed to enrich training.

This edition of *IDP Guidelines* supersedes previous editions and incorporates additional material useful to students, educators, interns, practitioners, firms, the American Institute of Architects (AIA) components, registration boards, and the network of local, state, regional, and national representatives who support IDP. It explains key objectives and procedures, describes program resources, and provides technical information.

Sections I and II are primarily for those persons who are unfamiliar with IDP and/or the architectural registration process. Section I explains the program's purpose, objectives, and organization. Section II places IDP in the context of architectural registration. The purpose of registration is explained and general requirements—education, training, and examination—are reviewed.

Section III describes how IDP works. Each of the program's objectives is reviewed in terms of resources and registration requirements.

Sections IV–VI review activities undertaken in distinct phases of program participation: getting started, maintaining participation and applying for examination. If you are already familiar with the basic program principles and registration requirements, you should refer to these sections for clarification of key procedures and conditions affecting IDP training.

Please note information in bold type. It signifies important program definitions and procedures.

The creation of core competencies for each IDP training area represents another major program enhancement. Presented in Appendix G, the IDP core competencies give interns and employers a tool for assessing the actual *quality* of day-to-day experience against recognized performance standards. Two distinct kinds of activities have been identified for each training area. Awareness and understanding activities are designed for interns needing basic information, while skills and application activities include actual tasks that, when successfully accomplished, result in a core competency.

The shift from school to office is not a transition from theory to pragmatism. It is a period when theory merges with pragmatism. Internship is, in many ways, the most significant developmental period in your career as an architect. It's a time when you apply your formal education to the daily realities of architectural practice; acquire comprehensive experience in basic practice areas; explore specialized areas of practice; develop professional judgment; continue your formal education in architecture; and refine your career goals.

Participation in the Intern Development Program better prepares you for both the Architect Registration Examination and the wide range of career opportunities that lie beyond registration. Enjoy the IDP experience!

*Throughout this document, the term "intern" refers to any individual in the process of satisfying a registration board's training requirements. This includes graduates from recognized architecture programs, architecture students who acquire acceptable training prior to graduation and other qualified individuals identified by a registration board.

The Intern Development Program: An Overview

Historically, most interns were trained by mentors. A daily, working relationship allowed the experienced practitioner to transfer knowledge and skills to the apprentice. However, such a sustained learning environment became less attainable as architectural practice grew more complex. With the decline of mentorship, interns lacked a structured transition between formal education and architectural registration. A deficiency emerged in the preparation of competent architects.

IDP Purpose and Objectives

The Intern Development Program (IDP) was created to remedy this deficiency. IDP is a profession-wide, comprehensive program that contributes to the development of competent architects who can provide exemplary architectural services. A comprehensive internship program is necessary to acquire and reinforce the discipline, integrity, judgment, skills, knowledge, and quest for learning that must serve the registered architect for a lifetime. IDP has five objectives:

- define areas of architectural practice in which interns should acquire basic knowledge and skills;
- encourage additional training in the broad aspects of architectural practice;
- provide the highest quality information and advice about educational, internship, and professional issues and opportunities;
- provide a uniform system for documentation and periodic assessment of internship activity; and
- provide greater access to educational opportunities designed to enrich training.

IDP Organization

The program is monitored by the IDP Coordinating Committee, which is composed of representatives of the American Institute of Architects (AIA), the American Institute of Architecture Students (AIAS), the Association of Collegiate Schools of Architecture (ACSA), the National Associates Committee (NAC), and the National Council of Architectural Registration Boards (NCARB). The Council of Architectural Component Executives (CACE) and the Society of Design Administration (SDA) maintain liaisons with the Coordinating Committee.

The IDP Coordinating Committee has developed and identified several resources used to facilitate IDP activities in offices, AIA components, and architectural schools. These resources are listed in Appendix A.

AIA, as the professional society, has primary responsibility, through its state and local components, for identifying, organizing, and educating IDP supervisors and mentors. The AIA also develops supplementary education resources and the system to deliver them to interns.

AIAS collaborates with the IDP Coordinating Committee on matters related to student concerns about internship and registration. Through its publications and network of student chapters, AIAS keeps students advised on IDP and related issues.

ACSA is the organization of architectural schools. ACSA's role in IDP is to present the program to students and educators, keep them advised on new developments, and assist educator coordinators in their activities.

NCARB, as a federation of all registration boards of the United States, sets national standards for architectural registration. NCARB interprets these standards, maintains records, and acts as the central clearinghouse and contact point for all interns, architects, and registration boards in matters dealing with the registration and professional conduct of architects. NCARB is responsible for establishing, interpreting and enforcing the IDP training requirement.

NAC, representing AIA associate members, coordinates their concerns with the IDP Coordinating Committee.

CACE represents the executive staff who support IDP activities in AIA state and local components.

SDA represents architectural office administrators who support IDP activities in firms and organizations.

The **IDP Coordinating Committee** monitors IDP through input from program participants. IDP is organized by state coordinators, local coordinators, and educator coordinators.

The **state coordinator** is appointed by the state AIA component or the state registration board. State coordinators monitor IDP's progress and assist participants in understanding the program through group presentations and statewide communication efforts.

Local coordinators assist the state coordinator through local AIA components.

Educator coordinators are faculty members appointed by a school of architecture. These individuals provide faculty and students with information about internship opportunities and registration requirements.

II

Architectural Registration and IDP

Regulation of the profession of architecture, including the registration of practitioners, is a function of each state exercising its power to protect the health, safety, and welfare of the people. Registration is an administrative process resulting in the granting of a license to practice architecture within a state.*

All 50 states, the District of Columbia, Guam, the Northern Mariana Islands, Puerto Rico, and the Virgin Islands have established architectural registration boards to regulate the profession. These boards constitute NCARB's membership. Each board has established a set of registration requirements that, when satisfied, results in the granting of an architectural registration.

Although registration laws vary among states, **all boards require satisfaction of an education requirement, a training requirement and an examination requirement. These requirements are discussed below.**

NCARB publishes a document displaying each board's registration requirements (refer to Appendix A), and this is shown at www.ncarb.org/stateboards/index.html. **For more detailed information regarding your board's requirements, you must contact your board directly.**

Education Requirement

Historically, individuals seeking an architectural license could qualify for a registration examination after "apprenticing" in an architect's office for a specified number of years. In addition to apprenticeship, or training, the majority of NCARB member boards now require post-secondary education in architecture to qualify for examination.

Approximately 70 percent of the boards have established as their education requirement a professional degree in architecture from a program accredited by the National Architectural Accrediting Board (NAAB) or a professional degree in architecture from a Canadian program accredited by the Canadian Architectural Certification Board (CACB). NAAB- and CACB-accredited professional degree programs include Bachelor of Architecture programs and Master of Architecture programs. These programs typically require between five and eight years of post-secondary education. **NAAB and CACB do not accredit four-year "pre-professional" degree programs in architecture (e.g., bachelor of arts in architecture, bachelor of science in architecture, bachelor of environmental design, etc.).** Most pre-professional degree programs are components of Bachelor of Architecture and Master of Architecture programs. Some schools have established Master of Architecture programs for those whose undergraduate degrees were in other disciplines. A list of NAAB-accredited programs can be found at www.naab.org.

Some registration boards requiring a professional degree in architecture from an NAAB-accredited program also accept other education assessed as equivalent (e.g., a professional degree in architecture from a foreign institution). For a guide to equivalency requirements, refer to NCARB's *Education Standard*. The *Education Standard* is available at www.ncarb.org/forms/educstand.pdf.

An EESA-NCARB Evaluation Report from the National Architectural Accrediting Board stating that you have met the NCARB education requirement is required for applicants with a degree in the field of architecture granted by an academic institution outside the U.S. and Canada (see www.naab.org >EESA).

Not all boards require a professional degree from an NAAB-accredited program (or equivalent education) to satisfy their education requirement. **For more detailed information regarding your board's requirements, you must contact that board directly.**

Training Requirement

Every NCARB member board requires that interns acquire experience under a registered architect's direct supervision. Many boards also accept some experience acquired under the direct supervision of other professionals (e.g., professional engineer, interior designer, landscape architect, planner, or general contractor). The specific amount and quality of experience constitute a board's training requirement.

*The term "licensure" is often used to denote the actual issuance and maintenance of an architectural license. Since licensure is a part of the registration process (and to avoid confusion), this document will use the terms "registration" and "registered" in lieu of "licensure" and "licensed."

Architectural Registration and IDP

All boards require a minimum period of training. Most boards that require you to have a professional degree from an NAAB-accredited program (or equivalent education) require three years of training. For boards with different education requirements, the training period varies considerably, depending upon the type and extent of previous education. Contact your board for details.

A specified training period has existed since the first architectural registration laws were enacted. More recently, boards began requiring training in specific areas of architectural practice.

Most boards have adopted the training requirement established for IDP as their training requirement for registration. You should compare your board's training requirement with the IDP training requirement. Any differences should be carefully noted. Where differences exist, you must first comply with your board's requirement; however, satisfaction of the IDP training requirement is required to facilitate future registration in other states.

Examination Requirement

Every NCARB member board requires interns to pass the NCARB Architect Registration Examination (ARE) to satisfy its examination requirement. The ARE is administered on a year-round basis and covers:

- pre-design;
- site planning;
- building planning;
- building technology;
- general structures;
- lateral forces;
- mechanical and electrical systems;
- building design/materials and methods; and
- construction documents and services.

The content of the ARE is based on the knowledge and skills required of a newly registered architect, practicing *independently*, to provide architectural services. The ARE evaluates an applicant's competence in the provision of architectural services to protect the public health, safety, and welfare.

For more information concerning the ARE, refer to NCARB's *ARE Guidelines,* or download them from www.ncarb.org/forms/areguide.pdf.

Registration in Other States

Uniformity of requirements among registration boards is important primarily because of the architectural profession's mobility. Architects customarily work not only in the state where they live, but also in several other states.

Once you have been granted an initial license, you may acquire licenses in other states if you comply with those states' education, training, and examination requirements. Since many boards have uniform requirements, agreements have been developed which allow licenses to be granted without additional qualification. One way boards facilitate this process is by recognizing architects who hold an NCARB Certificate. In most cases architects holding an NCARB Certificate are qualified to receive a license without satisfying additional education, training, or examination requirements.

NCARB grants a Certificate to qualified architects through an administrative process called certification. Qualifications for an NCARB Certificate include a current license issued by an NCARB member board and satisfaction of NCARB's education, training, and examination requirements. These requirements are described in NCARB's *Handbook for Interns and Architects*. This publication is available at www.ncarb.org/forms/handbook.pdf.

Because many boards have adopted NCARB's education, training, and examination requirements as their registration requirements, NCARB certification is often confused with registration. The two processes serve similar purposes, but with respect to practicing architecture, they are significantly different.

An NCARB Certificate does not allow you to practice architecture. As explained at the beginning of this section, you must acquire an architectural license to practice within a state. After your initial license is granted, the NCARB Certificate facilitates registration in other states. Many boards will register out-of-state architects only if they have an NCARB Certificate. See www.ncarb.org/stateboards/index.html for more information.

III

How IDP Works

IDP helps you achieve comprehensive exposure to architectural practice. To understand how IDP works, you must first become familiar with those resources designed to fulfill each of the program's objectives.

IDP Training Requirement

The IDP training requirement is the program's foundation. To satisfy this requirement, you must complete specific periods of training in four major categories: design and construction documents, construction contract administration, management, and related activities (professional and community service). You are also encouraged, but not required, to gain training in areas beyond the traditional scope of architectural practice.

Each of the IDP training categories is subdivided into training areas. In order to satisfy the IDP training requirement, a specific period of training must be completed in each training area.

In IDP, training is measured in training units. **One training unit equals eight hours of acceptable experience.** Appendix B displays the required training units for each IDP training category and area.

You earn training units for training acquired under the direct supervision of a qualified professional in one of two ways. Through participation, experience is acquired by performing a particular task. This is the best way to satisfy the program's training objective. Experience through observation occurs when you work with a professional who is performing the task.

A description of each IDP training area and recommended intern activities is found in Appendix G. Conditions governing satisfaction of the IDP training requirement can be found in Appendix E.

It is important to remember that differences may exist between the IDP training requirement and related conditions presented in this document and those established by a particular registration board. You must first comply with your board's training requirement; however, compliance with the IDP training requirement is required to facilitate future registration in other states.

IDP Mentorship System

The architectural profession has a responsibility to provide interns with the best possible advice relating to day-to-day training and long-range career plans. Within IDP, two key individuals share this responsibility: the supervisor and the mentor.

The **supervisor** is the individual within the firm or organization who supervises you on a daily basis, regularly assesses the quality of your work and periodically certifies your documentation of training activity. **You and your supervisor must both work in the same office under circumstances where personal contact is routine.**

Supervisors are usually registered architects; however, in certain cases you may be supervised by others experienced in the tasks you are performing (e.g., engineers, landscape architects, interior designers, planners, or contractors). The impact of such circumstances on satisfying the IDP training requirement can be found in Appendix E.

Supervisor Responsibilities

The supervisor is responsible for:

- providing reasonable opportunities for the intern to gain adequate experience in each IDP training area;
- meeting regularly with the intern to review progress and verify the intern's IDP training report;
- encouraging the intern to participate in seminars and utilize other supplementary education resources; and
- conferring, if needed, with the intern's mentor.

The **mentor** is a registered architect, usually outside your firm, with whom you meet periodically to review your training progress and discuss your career objectives. In many respects, the mentor has a traditional role that is as old as the profession itself. You may have your supervisor be your mentor. NCARB publishes the *IDP Mentor Guidelines* as a reference tool for mentors. The *IDP Mentor Guidelines* is available at www.ncarb.org/forms/mentor.pdf.

Mentor Responsibilities

The mentor is responsible for:

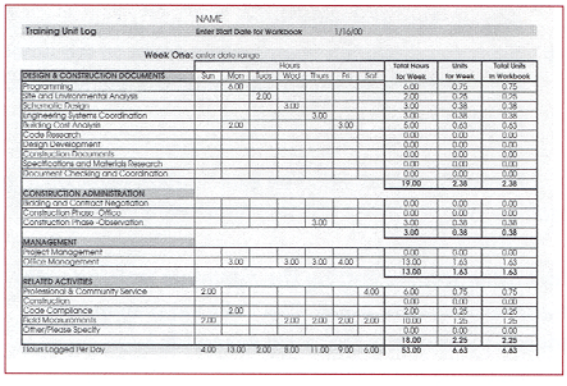
- meeting regularly with the intern to review training progress and to sign the intern's IDP training report;
- suggesting additional training and supplementary education activities;
- providing guidance to enhance the intern's professional growth; and
- conferring, if needed, with the intern's supervisor.

Additional information about mentor responsibilities may be obtained from the *IDP Mentor Guidelines*. Criteria for selecting your supervisor and mentor are reviewed in Section IV.

IDP Record-Keeping System

You are responsible for maintaining a continuous record of training and supplementary education activities during your participation in IDP. This record has several functions. For you, it identifies areas where training is being acquired and areas where deficiencies exist; for supervisors, it is an assessment and personnel management tool; and for registration boards, it is verified evidence of compliance with the IDP training requirement.

You may develop your own daily record-keeping resources or use NCARB's downloadable Excel spreadsheet available at www.ncarb.org/idp/idpworkbook.html (see figure below). Many firms have time-management systems which can accommodate the IDP training categories and areas.



NAME

Training Unit Log — Enter Start Date for Workbook: 1/16/00

Week One: enter date range

	Hours							Total Hours for Week	Units for Week	Total Units in Workbook
DESIGN & CONSTRUCTION DOCUMENTS	Sun	Mon	Tues	Wed	Thurs	Fri	Sat			
Programming		6.00						6.00	0.75	0.75
Site and Environmental Analysis			2.00					2.00	0.25	0.25
Schematic Design				8.00				8.00	1.00	1.00
Engineering Systems Coordination					3.00			3.00	0.38	0.38
Building Cost Analysis		2.00				3.00		5.00	0.63	0.63
Code Research								0.00	0.00	0.00
Design Development								0.00	0.00	0.00
Construction Documents								0.00	0.00	0.00
Specifications and Materials Research								0.00	0.00	0.00
Document Checking and Coordination								0.00	0.00	0.00
								19.00	2.38	2.38
CONSTRUCTION ADMINISTRATION										
Bidding and Contract Negotiation								0.00	0.00	0.00
Construction Phase -Office								0.00	0.00	0.00
Construction Phase -Observation					3.00			3.00	0.38	0.38
								3.00	0.38	0.38
MANAGEMENT										
Project Management								0.00	0.00	0.00
Office Management		3.00		3.00	3.00	4.00		13.00	1.63	1.63
								13.00	1.63	1.63
RELATED ACTIVITIES										
Professional & Community Service	2.00						4.00	6.00	0.75	0.75
Construction								0.00	0.00	0.00
Code Compliance		2.00						2.00	0.25	0.25
Field Measurements	2.00			2.00	2.00	2.00	2.00	10.00	1.25	1.25
Other/Please Specify								0.00	0.00	0.00
								18.00	2.25	2.25
Hours Logged Per Day	4.00	13.00	2.00	8.00	11.00	9.00	6.00	53.00	6.63	6.63

NCARB has developed a nationally recognized record-tracking system. The NCARB system involves establishing an NCARB Council Record. The Council Record is a detailed, verified record of your education, training, and character. Maintained at NCARB's Washington, DC office, the Council Record is used to compile qualifications for examination, registration, and NCARB certification.

Most registration boards require the Council Record to verify your qualifications for examination and/or registration. You should contact your board regarding acceptable record-keeping procedures.

Specific steps in establishing an NCARB Council Record, documenting IDP training, and applying for examination are covered in Sections IV, V, and VI.

IDP Supplementary Education

Supplementary education serves two primary functions: (1) to expand upon knowledge and skills acquired through training and (2) to keep abreast of new information affecting architectural practice. **Supplementary education is not designed to substitute for required training in each IDP training area; rather, it enriches day-to-day experience.**

You may earn training units for a post-professional degree in architecture if the degree follows receipt of a professional degree in architecture from a program accredited by NAAB or CACB (e.g., Bachelor of Architecture or Master of Architecture degree). A post-professional degree can be at the master's or doctorate level.

You may also earn training units by completing supplementary education resources recognized by your registration board. The AIA offers a wide range of continuing education programs at the national, regional, state, and local levels. The AIA also approves programs offered by other professional organizations, educational institutions, or private consultants.

The *Supplementary Education Handbook* consists of self-contained tutorials that correspond to each chapter in volumes one and two of *The AIA Architect's Handbook of Professional Practice*. The handbook describes fundamental issues, poses problems, asks key questions, and defines learning activities. The handbook also suggests people and published resources that can help you clarify the issues, address the problems, and answer the questions. Upon verified completion of the *Supplementary Education Handbook* activities, you earn training units in accordance with the chart provided in Appendix I.

Training units may be earned for AIA-approved continuing education programs by multiplying the number of AIA learning unit hours by a factor of 1.2. An AIA transcript must accompany IDP training reports to document completion of AIA-approved programs. Refer to Appendix A for further information regarding AIA-approved programs.

Appendix H contains the NCARB conditions affecting supplementary education. Compare your board's conditions governing supplementary education with those presented in Appendix H. Where differences exist, you must first comply with your board's conditions.

Frequently Asked Questions About IDP

What is the Intern Development Program?
The Intern Development Program (IDP) is a set of resources that, when used in a systematic manner throughout the internship period, contributes to the development of competent architects. IDP is not a series of registration requirements and conditions, nor is it a study program for passing the Architect Registration Examination. The program's major objectives are listed in Section I.

How do I enroll in the program? What does it cost to participate?
Interns may begin participation in IDP by taking the following steps:

- Request an IDP Information Package from NCARB (see Appendix A for address and web site). This package includes an application.
- Identify an IDP supervisor and select an IDP mentor. Refer to Section IV for general selection criteria.
- Develop a personal record-keeping system for documenting training on a daily, weekly, and monthly basis or use NCARB's Excel Workbook (see Appendix A).
- Submit the application to NCARB to establish an NCARB Council Record for documentation purposes.
- Document all previous acceptable training in accordance with your state registration board's training requirement and conditions.

The cost of participating in IDP varies, depending on which resources are used. Refer to Appendix D for specific information.

Do I need an accredited professional degree in architecture to participate?
The level of post-secondary education required to begin earning IDP training units varies from state to state. Most registration boards will only accept training units earned after completion of the first three years in an NAAB-accredited professional degree program or the first year of a Master of Architecture program for those whose undergraduate degrees were not in architecture. For more information, refer to Appendix C.

Can I defer repayment of my student loans by participating in IDP?
Most lending institutions will defer repayment of federally and state-insured student loans granted prior to July 1, 1993, if you comply with certain criteria. You should refer to Section V for further information.

Why should I begin documenting my training when my internship starts? Why not wait until I've completed the IDP training requirement?
To derive the maximum benefits from IDP, you should begin documenting your training at the beginning of your first acceptable employment. Retroactive documentation is discouraged for several reasons:

- Previous employers often cannot verify training units earned, resulting in a loss of training credit toward admission to the examination.
- Retroactive record-keeping usually delays the examination application process, resulting in postponement of examination and registration.
- Several registration boards place limits on the amount of previous experience that can be retroactively documented.

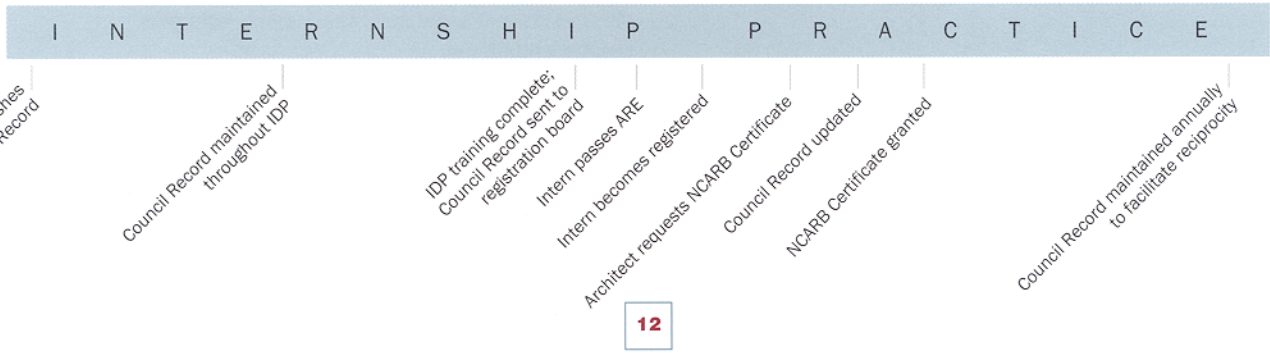
For further information on examination application procedures, refer to Section VI and Appendix J.

I'm having trouble getting the minimum training units required in several areas. Can I use supplementary education to satisfy these requirements?
No. Supplementary education can be used to supplement minimum levels of required training, but cannot serve as a substitute for such experience. More specifically, supplementary education cannot be used to satisfy the minimum training units required in IDP Training Areas 1–16.

The AIA has developed many excellent educational resources. You are encouraged to use them to augment required training and to explore the broader aspects of architectural practice. You should also discuss means of acquiring training with your mentor and refer to Appendix G for possible activities.

NCARB Council Record

IDP Training Through NCARB Certification



IV

The IDP Process: Getting Started

To benefit most from the Intern Development Program, you should start participation at the beginning of your first acceptable employment. This point is determined by the level of education that you must achieve before experience can count toward satisfying your registration board's training requirement.

The level of education varies from state to state. Some boards accept experience after graduation from high school; however, others only accept experience acquired after receiving a professional degree in architecture from an NAAB-accredited program. Refer to Appendix C for NCARB's IDP entry points.

To participate in IDP, you must (1) identify a supervisor, (2) select a mentor, and (3) develop a system for documenting your training activities.

Identifying a Supervisor

For interns to receive full IDP training unit credit, architects who serve as supervisors must hold a current license in the state where they are practicing architecture. Supervisors are expected to have a general understanding of the IDP objectives and training requirement, in order to provide broad training opportunities. Although supervisors are not responsible for documenting your activities, they must be familiar with documentation procedures. Your IDP supervisor verifies and signs your NCARB Employment Verification/IDP Training Unit Report forms (see Appendix F).

Selecting a Mentor

You should choose an IDP mentor who demonstrates a long-term commitment to your professional growth. The intern-mentor relationship personifies the architectural profession's historic mentorship system.

The mentor meets with you at least once every four months to review training progress and discuss career objectives. Mentors must hold a current architectural license; however, they do not have to be registered in the state where your firm or organization is located.

Since the mentor provides guidance from an independent perspective and is not required to certify training activities, most interns select a mentor from outside their own office; however, your supervisor in your office may serve as your mentor. For all training occurring after July 1, 2000 your IDP mentor must sign to acknowledge your IDP Training Unit Report.

You may select a mentor by:

- asking a personal acquaintance (e.g., faculty member, previous employer);
- asking your employer or fellow interns for recommendations;
- contacting your AIA component—many AIA members volunteer to serve as mentors; or
- contacting your state or local IDP coordinator. (See www.aia.org/idp for additional details.)

Establishing a Record of IDP Activity

You should establish a verified record of IDP training as early as possible. Continuous documentation:

- assures accurate verification;
- guides the supervisor in providing training opportunities;
- identifies areas where supplementary education may enhance training;
- provides prospective employers with a verified record of experience; and
- saves considerable time when applying for examination.

As noted in Section III, most registration boards require the Council Record to verify qualifications for examination and registration. **In addition to facilitating registration, the Council Record serves as an application for NCARB certification.**

A Council Record contains your academic transcript(s) and verification of previous and current employment, including verification of activity in the IDP training areas.

Council Records are confidential documents. NCARB will not make their contents available to anyone other than registration boards.

The procedure for establishing an NCARB Council Record is explained in Appendix D. **You should initiate a Council Record at least one year prior to your anticipated examination date. Delays in verifying education and training can result in financial penalties and/or postponement of examination and registration.**

Conditions affecting IDP training are covered in Appendices C and E. When considering employment options and documenting IDP activity, you should understand your registration board's conditions governing training.

V

The IDP Process: Maintaining Participation

You are the prime beneficiary of IDP. To gain the greatest benefit from participation, you should pursue it as a cooperative arrangement with your employer. You must recognize that employers cannot charge IDP training costs to clients; therefore, a commitment of time apart from normal working hours is often necessary to ensure that project schedules are maintained while training is being acquired.

Although firms are responsible for providing training opportunities, you are responsible for documenting your training, scheduling meetings with your supervisor and mentor, and using supplementary education resources. These activities typically involve at least two hours (beyond normal working hours) each month.

The periodic documentation of training is a fundamental program activity. Most architectural firms use daily logs for recording time spent in various project phases. These logs can be easily adapted to encompass the IDP training areas. Many interns use computer spreadsheets to display weekly and monthly activity. NCARB provides an Excel spreadsheet which may be downloaded from www.ncarb.org/IDP/idpworkbook.htm.

You should prepare employment verification/IDP training reports (see Appendix F) approximately every four months until all training requirements are satisfied. NCARB recommends that you submit these reports to the Council office on or about January 1, May 1, and September 1 (if employment is continuous).

Each time you submit a new IDP training report, NCARB will mail you an IDP Periodic Assessment Report. The IDP Periodic Assessment Report is a detailed summary of your training progress and may be used as a tool to determine where additional training is needed. A sample IDP Periodic Assessment Report is shown at right.

To maintain IDP participation, you must meet periodically with your supervisor and mentor to review the quality of your work, verify employment and IDP training reports, identify weak training areas, plan for future involvement, and refine career objectives.

Changing Employment

During the course of IDP participation, personal circumstances, or external factors can result in new employment opportunities. If you change employers, the following procedures apply:

- identify a new supervisor;
- select a new mentor if your ability to maintain adequate contact with your original mentor is impaired;
- record all activity occurring prior to the change on an employment verification form and an IDP training unit report form—your report must be signed by your previous supervisor;
- indicate employment termination in the diary section of your report form;
- record your next reporting period at your new employer (after minimum duration—see Appendix E) on a new IDP training unit report form—this report must be signed by your new supervisor.

IDP PERIODIC ASSESSMENT REPORT

Name: NCARB No.: 9
Last Reporting Period: 9/ 1/2001 to 12/31/2001

Training Categories & Areas	TU's Earned This Period		TU's Earned to Date		Min. TU's Required	Add'l. TU's Required
A. DESIGN & CONSTRUCTION DOCUMENTS	Sup. Ed.	Experience	Sup. Ed.	Experience	Experience	Experience
1. Programming	0.00	4.13	0.00	7.13	10	2.87
2. Site & Environmental Analysis	0.00	0.00	0.00	2.00	10	8.00
3. Schematic Design	0.00	0.00	0.00	1.00	15	14.00
4. Engineering Systems Coordination	0.00	0.25	0.00	5.75	15	9.25
5. Building Cost Analysis	0.00	0.00	0.00	1.13	10	8.87
6. Code Research	0.00	0.00	0.00	3.30	15	11.70
7. Design Development	0.00	4.75	0.00	9.50	40	30.50
8. Construction Documents	0.00	41.00	0.00	61.00	135	74.00
9. Specifications & Materials Research	0.00	5.88	0.00	8.88	15	6.12
10. Document Checking & Coordination	0.00	0.00	0.00	0.00	10	10.00
TOTAL CATEGORY A	56.01		99.69		*350	250.31
*This total includes the 275 minimum TU's required, plus 75 additional TU's that must be earned in any of the training areas 1-10.						
B. CONSTRUCTION ADMINISTRATION	Sup. Ed.	Experience	Sup. Ed.	Experience	Experience	Experience
11. Bidding & Contract Negotiation	0.00	0.00	0.00	2.00	10	8.00
12. Construction Phase - Office	0.00	4.63	0.00	15.63	15	0.00
13. Construction Phase - Observation	0.00	0.00	0.00	4.00	15	11.00
TOTAL CATEGORY B	4.63		21.63		*70	48.37
*This total includes the 40 minimum TU's required, plus 30 additional TU's that must be earned in any of the training areas 11-13.						
C. MANAGEMENT	Sup. Ed.	Experience	Sup. Ed.	Experience	Experience	Experience
14. Project Management	0.00	0.13	0.00	8.13	15	6.87
15. Office Management	0.00	8.63	0.00	8.63	10	1.37
TOTAL CATEGORY C	8.76		16.76		*35	18.24
*This total includes the 25 minimum TU's required, plus 10 additional TU's that must be earned in any of the training areas 14-15.						
D. RELATED ACTIVITIES	Sup. Ed.	Experience	Sup. Ed.	Experience	Experience	Experience
16. Prof. and Community Service	0.00	1.88	0.00	2.01	10	7.99
17. Field Measurements	0.00	2.75	0.00	2.75	0	0.00
TOTAL CATEGORY D	4.63		4.76		10	7.99
TOTAL	74.03		142.84		*700	

*This total includes the 465 minimum TU's required in training categories A, B, C and D. The additional 235 TU's must be earned in any of the listed categories.
For detailed descriptions of the IDP training categories and recognized supplementary education activities, see IDP Guidelines.

Deferring Repayment of Student Loans

Repayment of federally insured student loans granted prior to July 1, 1993 may be deferred through participation in IDP. You should contact your lending institution(s) for eligibility criteria and deferment forms. Most deferment forms require two certifications. Your supervisor ("program official") must certify that you are employed in an acceptable training setting, and a registration board official must certify (1) that an internship is required for architectural registration; (2) the required length of the internship period; and (3) that a baccalaureate degree is required before entering the internship program.

Questions regarding loan repayment and deferments should be directed to the lending institution(s) or to the agency that has guaranteed your loan(s). **The American Institute of Architects and the National Council of Architectural Registration Boards are not authorized to sign deferment forms.**

Participation in a required professional internship program no longer qualifies for deferring repayment of most federally insured student loans granted after July 1, 1993, except in cases where significant economic hardship can be demonstrated. Questions regarding alternative loan repayment options must be directed to your lending institution.

VI
Information for Foreign Applicants

There is no reciprocal registration between foreign countries and the U.S. (with the exception of Canada). You cannot practice architecture in a U.S. state or territory without acquiring a license to practice in that jurisdiction. Each of the 50 states, the District of Columbia, Guam, the Northern Mariana Islands, Puerto Rico, and the Virgin Islands has an architectural registration board which regulates the profession in their jurisdiction.

To become a registered architect in a U.S. jurisdiction, you must first comply with that jurisdiction's education, training, and examination requirements. Not all jurisdictions have adopted NCARB's education and training standards. **All questions regarding your eligibility must be directed to your jurisdiction's registration board.** For the contact information for each board see www.ncarb.org/stateboards/index.html.

Education

Many registration boards require applicants to have a professional degree from a program accredited by the National Architectural Accrediting Board (NAAB). Foreign-educated individuals, who do not hold such a degree, may be directed to have all of their post-secondary education evaluated by NAAB. Applications for an EESA-NCARB evaluation must be requested from:

National Architectural Accrediting Board
1735 New York Avenue, NW, 3rd Floor
Washington, DC 20006
202/783-2007
www.naab.org (click on "EESA")

Fees for this service will be billed to you directly by NAAB, which is a private organization not affiliated with any architectural registration board.

Training

Most NCARB member boards require completion of the Intern Development Program (IDP) training requirement. In the IDP, training is measured in eight hour training units. To satisfy the IDP training requirement you must earn a total of at least 700 training units, with prescribed subtotals in various training areas. Refer to Appendices B and E.

To begin documentation for the IDP, submit an application for an NCARB Council Record, which may be printed from www.ncarb.org/forms/112form.pdf.

Examination

Every NCARB member board requires interns to pass NCARB's Architect Registration Examination (ARE). Those who practice architecture outside of the U.S. or Canada must also pass the ARE to qualify for registration in the U.S. For further information, see www.ncarb.org/reciprocity/foreign.html.

If you have any questions, please contact NCARB at *customerservice@ncarb.org* or by calling 202/783-6500.

VII

The IDP Process: Applying for Examination

As discussed in Section II, architectural registration is an administrative process resulting in the granting of a license to practice architecture within a state. Each registration board establishes its own application procedures for examination.

A few boards allow interns to take the registration examination upon satisfaction of their education requirement (e.g., earning a professional degree from an NAAB-accredited program); however, most boards require satisfaction of education and training requirements before examination. The information in this section applies primarily to those who have satisfied (or will soon satisfy) the IDP training requirement and are seeking admission to the examination.

You should request application materials from your board at least one year prior to your anticipated examination date. You must carefully review your board's training requirement and conditions (and related application procedures) such as:

- Your board's required training period. Can this period be reduced if you satisfy the IDP training requirement in less time?
- How many years in "the office of a registered architect" are required?
- Must you satisfy your board's education and training requirements prior to the examination? After the examination?
- Will an NCARB Council Record be accepted in lieu of your board's verification documents? Is an NCARB Council Record required?
- Are references required?
- Who can be used as a reference?

You must strictly adhere to all application procedures. Failure to comply with the procedures in a timely manner can result in postponement of examination and registration.

If you have an NCARB Council Record you must, when requested, provide NCARB with written notice of your intent to apply for examination. You may make the request from our web site at www.ncarb.org/forms/req_idptran.html.

NCARB will review your Record and request (if necessary) additional employment or education information. Upon receipt of all information and the appropriate fee, NCARB will send a complete copy of your Record to your board. If the NCARB education and training requirements have been fulfilled, the transmittal will include NCARB's recommendation for your admission to the examination. The board will review your Record and make the final decision on admission. Transmittal procedures for NCARB Council Record holders are listed in Appendix J.

Epilogue

The processes of education, training, and examination culminate in receiving an architectural license, a significant achievement in your career. Professional development, however, does not end here.

Today's architects must continue to build upon their knowledge and skills. This involves keeping abreast of new trends and changes while refining and expanding basic competencies.

Some registration boards require continuing education for maintaining an architectural license. NCARB assists its member boards through the Professional Development Program, a national program that assures the public and registration authorities that architects are continually expanding their knowledge base.

Continuing education is also required for maintaining AIA membership. The AIA Continuing Education System assists members in maintaining their competence and achieving their professional goals.

While schools of architecture and firms share the responsibility for preparing interns for productive careers, the profession itself must continue to provide opportunities for architects to reinforce and extend their competencies. Only through such a sustained commitment to lifelong learning can architects meet the public's high expectations for quality service.

A

IDP Resources

AIA Resources

The following program resources are available free charge (unless otherwise noted) from:
The American Institute of Architects
1735 New York Avenue, NW
Washington, DC 20006
Contact the Emerging Professionals Division:
202/626-7456

AIA State Components
go to:
http://www.aia.org/institute/chapters/

IDP State Coordinators
IDP Educator Coordinators
ARE Registration
Mentoring
IDP Outstanding Firm Award
Supplementary Education Handbook
go to:
http://www.aia.org/idp

IDP and Continuing Education
For non-AIA members, the AIA will provide you with a member-type number that allows you to record AIA-approved continuing education. The national AIA transcript must be submitted as evidence of continuing education activities (see Appendix H).

Architect's Handbook of Professional Practice*, *The Construction Specifications Institute Manual of Practice*, *Building Community* by the Carnegie Foundation for the Advancement of Teaching, and *BOCA National Building Code
to purchase call:
AIA Bookstore
800/242-3837, option 4

NCARB Resources

The following program resources are available free of charge from:
National Council of Architectural Registration Boards
1801 K Street, NW
Suite 1100-K
Washington, DC 20006
Contact NCARB Customer Service: 202/879-0520
or e-mail: customerservice@ncarb.org

NCARB Member Boards and Member Board Requirements
go to:
http://www.ncarb.org/stateboards/index.html

IDP Training Unit Workbook
go to:
http://www.ncarb.org/idp/idpworkbook.html

IDP Mentor Guidelines
go to:
http://www.ncarb.org/forms/mentor.pdf

Foreign Applicants
go to:
http://www.ncarb.org/reciprocity/foreign.html

NCARB Education Standard
go to:
http://www.ncarb.org/forms/educstand.pdf

Architect Registration Examination (ARE) Guidelines
go to:
http://www.ncarb.org/forms/areguide.pdf

Handbook for Interns and Architects
go to:
http://www.ncarb.org/forms/handbook.pdf

Application for an NCARB Council Record/Certificate and all NCARB Forms
go to:
http://www.ncarb.org/forms/

NCARB *News Clips*
go to:
http://www.ncarb.org/newsclips/index.html

NCARB's *Direct Connection* Newsletter
call NCARB at:
202/879-0520

All of the above resources are available by contacting the NCARB office.

IDP Resources

NAAB Resources

National Architectural Accrediting Board, Inc.
1735 New York Avenue, NW
Washington, DC 20006
202/783-2007 or e-mail info@naab.org

NAAB-accredited Professional Degree Programs in Architecture
go to:
http://www.naab.org/usr_doc/accredited_programs_19.pdf

Education Evaluation Services for Architects (EESA) for foreign-educated applicants
go to:
http://www.naab.org (click on "EESA")

ADDITIONAL RESOURCES

IDP Training Requirement

You must acquire 700 training units to satisfy the IDP training requirement. One training unit equals eight hours of acceptable activity in a given training area. The following chart lists the IDP training categories and areas and the required training units for each.

Category A: Design and Construction Documents	**Minimum Training Units Required**
1. Programming	10
2. Site and Environmental Analysis	10
3. Schematic Design	15
4. Engineering Systems Coordination	15
5. Building Cost Analysis	10
6. Code Research	15
7. Design Development	40
8. Construction Documents	135
9. Specifications and Materials Research	15
10. Document Checking and Coordination	10
Total Training Units Required	**350***

This total includes the 275 minimum training units required, plus 75 additional training units that must be earned in any of the training areas 1-10.

Category B: Construction Contract Administration	
11. Bidding and Contract Negotiation	10
12. Construction Phase—Office	15
13. Construction Phase—Observation	15
Total Training Units Required	**70***

This total includes the 40 minimum training units required, plus 30 additional training units that must be earned in any of the training areas 11-13.

Category C: Management	
14. Project Management	15
15. Office Management	10
Total Training Units Required	**35***

This total includes the 25 minimum training units required, plus 10 additional training units that must be earned in either training area 14 or 15.

Category D: Related Activities	
16. Professional and Community Service	10
Other Related Activities	0
Total Training Units Required	**10**
TOTAL IDP TRAINING UNITS REQUIRED	**700***

***The required minimum in Categories A, B, C, and D totals 465 training units. The additional 235 training units may be acquired in any of the listed categories.**

C

IDP Entry Points

NCARB conditions specify that no training units may be earned prior to satisfactory completion of:

- three years in an NAAB- or CACB-accredited professional degree program;
- the third year of a four-year pre-professional degree program in architecture accepted for direct entry to an NAAB- or CACB-accredited professional degree program;
- one year in an NAAB- or CACB-accredited Master of Architecture degree program for interns with under graduate degrees in another discipline;
- 96 semester credit hours as evaluated by the National Architectural Accrediting Board Inc. (NAAB) in accordance with NCARB's Education Requirement, of which no more than 60 hours can be in the general education subject area.

For purposes of calculating years of education, 32 semester credit hours or 48 quarter credit hours shall equal one year in an academic program.

D

Establishing an NCARB Council Record & Council Record Fees

If you wish to initiate an NCARB Council Record, you must obtain an application from the Council office (NCARB; 1801 K St., NW, Suite 1100-K; Washington, DC 20006) or from www.ncarb.org/forms. Upon receipt of your completed application and application fee, the following steps are taken to compile your Council Record:

- NCARB will acknowledge your application and send transcript request forms and employment verification/IDP training unit report forms (see sample in Appendix F) to you.
- You prepare and send the forms to identified schools and employers. Each form is completed and returned directly to NCARB from the school or employer.
- NCARB will notify you every six to eight weeks regarding outstanding items. Inquiries concerning outstanding items should be directed to NCARB Customer Service.
- Upon receipt of all requested information, NCARB will conduct a preliminary evaluation of your qualifications against the NCARB Education and Training Requirements. You will be directed to submit employment verification/IDP training reports until the Training Requirement has been satisfied. See sample IDP Periodic Assessment Report on page 14.

The time required to compile an NCARB Council Record varies considerably, depending on the number of verifications requested and the timely receipt of each item. Most Council Records take between 12 and 16 weeks to compile.

The following table lists the NCARB Council Record fees effective July 1, 2003. All other fees for NCARB Services are in accordance with the fee schedule described in NCARB's *Handbook for Interns and Architects* (latest edition). Council Record applications received after July 1, 2003 shall be subject to the current fee schedule where applicable. Fees are subject to change without notice.

Category	Description	Fee
Application	Covers NCARB services for compiling your Council Record for the first three years and includes one transmittal of your Council Record to a member registration board. Note: Students and recent graduates (within six months of graduation) may submit $50 with the application. The balance of the application fee, plus any annual increases, is due before the Council Record is transmitted.	**$285**
Late Application	Covers NCARB services for compiling and transmitting your Council Record within the first 12 months following receipt of your application (at your request).	**$685**
Annual Maintenance	Keeps your Council Record active beyond the first three years.	**$50**
Additional Transmittals	Additional transmittal of your IDP Council Record to another registration board.	**$270**
Dishonored Check	For each dishonored check.	**$25**

Training Settings: Maximum Training Units Allowed & Conditions Affecting IDP Training

You earn training units when you are employed in training settings recognized by your state registration board. The following table sets forth those training settings recognized by NCARB, the maximum number of training units that can be acquired in each setting and the related IDP training conditions.

You should compare your board's training conditions with the NCARB conditions. Where differences exist, you must first comply with your board's conditions.

	TRAINING SETTING	MAXIMUM TRAINING UNITS ALLOWED
A	Training under the direct supervision[1] of a registered architect[2], and when the organization's practice (a) is in the charge of a person practicing as a principal[3] and (b) encompasses the comprehensive practice of architecture, including each of the training areas in Appendix B.	No limit[4]
B	Training under the direct supervision[1] of a registered architect[2], but when the organization's practice does not encompass the comprehensive practice of architecture, including each of the training areas in Appendix B.	465 training units[4]
C	Training in a firm engaged in the practice of architecture outside the United States or Canada, under the direct supervision[1] of a person practicing architecture, who is registered neither in the U.S. nor a Canadian jurisdiction.	235 training units
D	Experience directly related to architecture under the direct supervision[1] of a in registered engineer (practicing as a structural, civil, mechanical, or electrical engineer in the field of building construction) or a registered landscape architect.	235 training units Training Categories B, C, and D[5]
E	Experience (other than that noted above) in activities involving the design and construction of the built environment (such as analysis of existing buildings, planning, programming, design of interior space, review of technical submissions, engaging in building construction activities, and the like) when under the direct supervision[1] of a person experienced in the activity.	117 training units in Training Categories C and D[5]
F	Full-time teaching or research in an NAAB-accredited or CACB-accredited professional degree program.	245 training units in Training Category D
FF	Performing professional and community service when not in settings described in A through F.	10 training units in Training Area 16

Training Settings: Maximum Training Units Allowed & Conditions Affecting IDP Training

NCARB conditions referred to by the footnotes in the table are as follows:

[1]**"Direct supervision"** means that degree of supervision by a person overseeing the work of another, where both work in the same office in circumstances where personal contact is routine, whereby the supervisor has both control over and detailed professional knowledge of the work prepared under his or her supervision.

To earn training units in settings A through E if you were not an employee of the organization in which you received your training, you must submit evidence that you were nonetheless working under the direct supervision of the person overseeing your work. NCARB conditions do not recognize work performed by "independent contractors" as defined by the U.S. Department of Labor.

[2]A **"registered architect"** is a person registered to practice architecture in the jurisdiction in which they practice.

[3]A person practices as a **"principal"** by being (a) a registered architect as defined above and (b) the person in charge of the organization's architectural practice, either alone or with other registered architects.

[4]**You must earn at least 235 training units in Training Setting A.**

[5]To satisfy Training Category A of the IDP training requirement, training units (including those earned from supplementary education) must be acquired when employed in Training Settings A, B, and C.

Other NCARB conditions affecting IDP training are as follows:

- **To earn training units in Training Settings A, B, C, D, and E, you must work at least 35 hours per week for a minimum period of 10 consecutive weeks, or at least 20 hours per week for a minimum period of six consecutive months.**
- To earn training units in Training Setting F, you must be employed on a full-time basis.
- Training units may be earned in IDP Training Category D for experience not meeting the above durational conditions only if NCARB considers the experience to be substantial and continuous.
- No experience used to obtain core or elective academic credit required for graduation in an NAAB- or CACB-accredited degree program may be used to earn training units.
- No training units may be earned for foreign training other than under the direct supervision of a person practicing architecture; however, a person with **five years of foreign practice as a principal in the office of a registered architect** shall be deemed to have satisfied the training requirement.
- Experience in training settings other than those outlined above may be accepted only insofar as NCARB considers it to be equivalent to experience earned in one or more of the recognized settings.
- In the evaluation of training, NCARB may require additional substantiation of the quality and character of your experience, notwithstanding the fact that the experience satisfies the above conditions.

For conditions affecting supplementary education, refer to Appendix H.

Sample Employment Verification Form

EMPLOYMENT VERIFICATION

Please use a separate form for each period of full-time or part-time employment.

APPLICANT

Please complete ALL numbered items. The release authorization (item 9 and 10) must be signed and dated BEFORE sending the form to your daily supervisor to complete items A-I. IDP applicants must complete the IDP Training Unit Report on the next page. ARCHITECT APPLICANTS NOT WISHING TO RECEIVE IDP TRAINING UNIT CREDIT MUST COMPLETE ITEM VI ON THE NEXT PAGE.

1. **NCARB File No.:** _____ 2. **Your name:** _____

3. **Your current address:** _____ City _____ State/Prov. _____ ZIP/PC _____

4. **Name of organization where previously or currently employed:** _____

5. **Organization's address during reporting period:** _____

City _____ State/Province/Foreign Country [ ] ZIP/PC _____

6. **Reporting period:** From ____/____/____ (Month Day Year) to ____/____/____ (Month Day Year) **Hours per week (including overtime):** _____

Please use a separate form for each period of full-time or part-time employment.

7. **Your status in organization:** ❒ Partner/Corporate Director ❒ Employee ❒ Other _____

8. **Check one employment description:**

		Maximum IDP Training Units (TUs) allowed—See item V for IDP Training Categories
❒ A	■ Organization encompasses the comprehensive practice of architecture [illegible] areas in item [illegible] ■ Direct supervision by a registered architect	No limit in Categories A, B, C, and D
❒ B	■ Organization *does not* encompass the comprehensive pra[illegible]chite[illegible] ■ Direct supervision by a registered architect	465 TUs in Categories A, B, C, and D
❒ C	■ Organization *outside of U.S. or Canada* engaged i[illegible]ctice [illegible]ecti[illegible] ■ Direct supervision by a foreign archite[illegible]egiste[illegible]U.S. o[illegible]a)	[illegible]5 TUs in Categories A, B, C, and D
❒ D	■ Organization provides services direc[illegible] arch[illegible] ■ Direct supervision by a r[illegible]red eng[illegible]tered [illegible] architect	235 TUs in Categories B, C, and D only
❒ E	■ Organization provide[illegible] inv[illegible] and [illegible]tion of the built environment ❒ Constr[illegible]tion ❒ I[illegible] ❒ [illegible] Oth[illegible] ■ Direc[illegible]ion by a p[illegible] [illegible]he [illegible]ine c[illegible] bove	117 TUs in Categories C and D only
❒ F	■ Full-ti[illegible] [illegible] researc[illegible] NA[illegible]ited [illegible]B-accredited professional degree program	245 TUs in Category D only
[illegible] F[illegible]	[illegible]erformi[illegible] fessi[illegible] com[illegible] (volu[illegible]eer) service when *not* employed in A-F above	10 TUs in Prof. & Comm. Service

I [illegible] CARB [illegible] qu[illegible] e person listed below with respect to my background and character. I invite full and complete resp[illegible] I rel[illegible] d person [illegible]m any and all claims, including claims for libel and slander, which may arise out of the communication of any inform[illegible] ARB [illegible]by certify that all information I furnish herein or attached hereto is correct.

9. **Your sign[illegible]ure:** _____ 10. **Date:** _____

SUPERVISOR

This port[illegible] must be completed by your DAILY SUPERVISOR at the referenced organization. Daily superv[illegible]ease complete ALL lettered items. Use separate sheet if required.

A. Is all information shown above correct? ❒ YES ❒ NO If no, make corrections above or clarify below:

_____

B. Are the experiences correct as shown in item V on the IDP Training Unit Report OR in item VI on the next page?
❒ YES ❒ NO If no, please make corrections where appropriate.

C. Your title: ❒ Architect ❒ Engineer ❒ Landscape Architect ❒ Other _____

Your position in (or relationship to) the organization in item 4 above: _____

D. If employment description **A**, **B**, **C**, or **D** has been checked in item 8 above, please verify that you hold a license in the state/province or foreign country identified in item 5 above:

Lic. #: _____ or N/A State/Province/Foreign Country: [ ] Date initially granted: ____/____ (month year) or N/A

E. Your name: _____

F. Name and address of your current organization: _____

Phone number: _____ E-mail: _____

I hereby certify that all information furnished herein or attached hereto is correct.

H. Your signature: _____ I. Date: _____

G. To the best of your knowledge, rate the following:

Technical Competence
❒ Excellent
❒ Satisfactory
❒ Marginal
❒ Unsatisfactory*
❒ Not qualified to answer

Professional Conduct
❒ Excellent
❒ Satisfactory
❒ Marginal
❒ Unsatisfactory*
❒ Not qualified to answer

***written explanation required**

Form 123-1 9/03

SAMPLE

Sample Employment Verification Form

IDP TRAINING UNIT REPORT AND ARCHITECT EXPERIENCE % REPORT

IDP applicants must complete items I-V below in addition to items 1-10 on the Employment Verification form. Accurate start and end dates in item IV are mandatory. Report period dates may not overlap with other report periods. Do not project any training activities beyond the reporting period. Your daily supervisor must verify all activities.

ARCHITECT APPLICANTS NOT WISHING TO RECEIVE IDP TRAINING UNIT CREDIT MUST COMPLETE ITEM VI.

I. NCARB File No.: _____ II. Name: _____

III. Is/Was employed by: _____

IV. Reporting period: From ____/____/____ to ____/____/____ Hours per week (including overtime): _____
(Month / Day / Year)

Is this your first Training Unit Report for this employment? ☐ YES ☐ NO

V. Indicate the IDP Training Units earned in each Category during the above period. One Training Unit equals eight hours of acceptable experience. Twenty (20) Training Units per month are typical for full-time employment (35 hours/week minimum). Please limit decimal notation to two places.

PLEASE DO NOT DETACH

Refer to item 8 on the Employment Verification form for recording IDP Training Units.

Employment Descriptions A, B, C

Employment Description D

Employment Description E

Employ. Des. F or FF

Category A: Design and Construction Documents[1]	IDP Experience	Supplementary Education[2]	VI. ARCHITECTS Indicate % of total experience in each area
1. Programming			
2. Site and Environmental Analysis			
3. Schematic Design			
4. Engineering Systems Coordination			
5. Building Cost Analysis			
6. Code Research			
7. Design Development			
8. Construction Documents			
9. Specifications and Materials Research			
10. Document Checking and Coordination			
TOTAL			
Category B: Construction Contract Administration[1]			
11. Bidding and Contract Negotiation			
12. Construction Office			
13. Construction Observation			
TOTAL			
Category C: Management			
Project Management			
[illegible]			
SUBTOTAL			
Category [illegible] Related Activities *(Please describe each activity listed in 17-20 in Diary.)*			
16. Community Service			
17.			
18.			
19.			
20.			
SUBTOTAL			
TOTAL			100%

Your AIA transcript or list of AIA Supplementary Education activities must be attached.

Must be completed by architects NOT wishing to receive training U[illegible]

DIARY

Please list any changes of employment status, supplementary education activities, etc.

MENTOR

For all employment after July 1, 2000, the IDP Mentor MUST sign and date this form where indicated to acknowledge that he or she has met with you to review training progress. The IDP Mentor does not verify IDP Training Units. Your daily supervisor may serve as your Mentor.

VII. IDP Mentor signature (for interns only): _____

VIII. Date: _____

Note 1: If employed in Experience Description D (item 8), Training Units for any activity in Category A must be recorded in Category D. If employed in Experience Description E (item 8), Training Units for any activity in Categories A and B must be recorded in Category D.

Note 2: List any supplementary education in Diary. To receive credit for programs other than AIA Supplementary Education Handbook activities, an official AIA/CES transcript must accompany this report. Refer to most current IDP Guidelines for information regarding acceptable supplementary education activities.

Form 123-2 9/03

SAMPLE

G

IDP Training Area Descriptions & Recommended Core Competencies

The activities in this appendix enable you to acquire the knowledge, understanding, and skills that form core competencies related to architectural practice. You should use the activities as a tool to enhance the quality of your training.

Two types of activities—**Awareness and Understanding** and **Skills and Application**—are identified for each of the 16 IDP training areas. Awareness and Understanding Activities encompass the technical information, concepts and principles you can articulate both orally and in writing. They refer to two important reference documents: *The Architect's Handbook of Professional Practice (AHPP)*, 13th edition, and *The Construction Specifications Institute Manual of Practice (CSI)*. Skills and Application Activities involve performance-based tasks that form each core competency.

You may use the information in this appendix in a variety of ways: as a checklist, a set of goals, or a map to identify how far along you are in the process. Given the wide diversity among interns' architectural educations and training settings, achievement of core competencies is not precisely correlated with the minimum training units required in each area. Some interns may achieve their objectives in the minimum required time, while others may require significantly more experience.

At the beginning of your internship, you should familiarize yourself with the training areas and activities. Analyze your current knowledge and practical skills and consider how you can acquire the core competencies most efficiently. Keep the *IDP Guidelines* with you at work so you can chart your progress. **Remember that specific office tasks will often result in competencies in more than one IDP training area. Take care to accurately prorate time among the various areas. Consult with your IDP supervisor regarding the appropriate distribution of time.**

As your internship progresses, periodically discuss the activities and your particular training objectives with your supervisor, mentor, and other interns. Because the activities provide a common benchmark, sharing your progress with others can be mutually beneficial.

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1. Programming

Definition

Programming is the process of discovering and setting forth—in written, numerical, and graphic form—the owner's requirements and desires for a project. Before commencing architectural services, all participants in the project, including the owner, must understand and agree on the program for the project to be successful.

Core Competencies

At the completion of your internship, you should be able to:

- use methods of information gathering and data collection to develop program requirements
- collect, organize, and evaluate information concerning the owner's requirements and desires for a project
- establish the scope, design objectives, limitations, and criteria for building projects
- research and assess information from completed post-occupancy evaluations of similar building types
- determine a project's feasibility

Awareness and Understanding Activities

Understand the information, concepts, and principles contained in:

- AHPP Chapters 17.1 and 17.4

Skills and Application Activities:

Activity Achieved?

Complete the following activities for a specific project:

_____ Demonstrate an understanding of program requirements by developing and writing the following:
- the qualitative and quantitative requirements for a project,
- questions for an owner/user interview and
- a checklist for an owner/user survey.

_____ Document the processes and patterns of use for a particular user.

_____ Prepare functional relationship/ adjacency diagrams.

_____ Use efficiency factors to set gross area requirements.

_____ Relate the budget and schedule to the owner's program.

_____ Determine future areas for phasing, growth, and development.

_____ Analyze owner-supplied data and document programmatic implications.

_____ Understand the legal implications of architectural practice relative to the pre-design phase.

Minimum training units required: 10

NOTES

2. Site & Environmental Analysis

Skills and Application Activities:

Activity Achieved?

Complete the following activities for a specific project:

_____ Document and evaluate location options on one site.

_____ Investigate and incorporate regulatory restrictions (e.g., parking, zoning, building codes, ADA).

_____ Evaluate natural conditions (e.g., topography, vegetation, climate considerations, orientation).

_____ Research and document constructed conditions (e.g., infrastructure, building foundation).

_____ Coordinate input from consultants (e.g., landscape architect, geotechnical engineer).

_____ Coordinate input from groups with jurisdictional interest (e.g., environmental impact statements).

_____ Incorporate input from public agencies (e.g., zoning, planning, building, fire).

_____ Research feasibility of alternative sites.

_____ Determine environmental hazards.

_____ Consider input from groups with community interest (e.g., community organizations, historic preservation organizations).

_____ Document access to utilities.

Minimum training units required: 10

Definition

Site and environmental analysis involves research and evaluation of the project's context and may include environmental evaluation, land planning or design, and urban planning.

Core Competencies

At the completion of your internship, you should be able to:

- provide a coherent, logical, well-designed site plan for a specific program
- substantiate the site plan based on your research

Awareness and Understanding Activities

Understand the information, concepts, and principles contained in:

- AHPP Chapter 17.3

NOTES

You must acquire 700 training units to satisfy the IDP training requirement. One training unit equals eight hours of acceptable activity in a given training area. Appendix B lists the IDP training categories and areas and the required training units for each.

3. Schematic Design

Definition

Schematic design involves the development of graphic alternative solutions to the program for the client's approval.

Core Competencies

At the completion of your internship, you should be able to:

- develop alternative solutions to a specific program
- document and present your solutions to a client for selection and approval

Awareness and Understanding Activities

Understand the information, concepts, and principles contained in:

- AHPP Chapter 18.3
- CSI Chapters FF/010, FF/180, and SP/070

Skills and Application Activities:

Activity Achieved?

Complete the following activities for a specific project:

_____ Develop a project's program into alternative conceptual design proposals.

_____ Prepare volume and area calculations and evaluate the cost of alternative design proposals.

_____ Prepare presentation drawings and models.

_____ Participate in reviewing the schematic design with the client and revise the design based on the client's feedback.

_____ Communicate the intent of the design orally, graphically, and in writing to facilitate the client's decision-making process.

_____ Coordinate the consultants' activities relative to the schematic design.

_____ Incorporate relevant code requirements into the schematic design.

Minimum training units required: 15

NOTES

4. Engineering Systems Coordination

Skills and Application Activities:

Activity Achieved?

Complete the following activities for a specific project:

_____ Research and assist in the selection of appropriate engineering systems.

_____ Evaluate the need for consultants.

_____ Coordinate and verify the availability of adequate utilities.

_____ Understand engineering proposals and fee structures.

_____ Coordinate project information with consultants.

_____ Coordinate engineering system documents.

_____ Evaluate space requirements and costs.

_____ Assess alternate energy systems and sustainability issues.

Minimum training units required: 15

Definition

Engineering systems coordination involves the architect's selection and integration of all building systems. These systems are normally designed by consultants in accordance with the client's needs.

Core Competencies

At the end of your internship, you should be able to:

- implement and coordinate engineering systems in buildings
- communicate with consultants and resolve areas of disagreement
- integrate all documents

Awareness and Understanding Activities

Understand the information, concepts, and principles contained in:

- AHPP Chapters 11.2, 11.3, and 18.5
- CSI Chapters FF/010, FF/030, FF/070, and FF/080

NOTES

You must acquire 700 training units to satisfy the IDP training requirement. One training unit equals eight hours of acceptable activity in a given training area. Appendix B lists the IDP training categories and areas and the required training units for each.

5. Building Cost Analysis

Definition

Building cost analysis involves the estimation of the project's probable construction cost.

Core Competencies

At the completion of your internship, you should be able to:

- analyze and evaluate construction costs
- prepare a building cost analysis that meets the program's requirements and provides alternatives for the owner/client

Awareness and Understanding Activities

Understand the information, concepts, and principles contained in:

- CSI Chapter FF/140

Skills and Application Activities:

Activity Achieved?

Complete the following activities for a specific project:

_____ Prepare preliminary cost analysis using:
- unit cost/building type basis (cost/square foot),
- unit cost basis (material labor), and
- standard references such as Means and Dodge.

_____ Investigate and prepare quantity calculations for selected materials.

_____ Evaluate life-cycle cost information in relation to specifications.

_____ Research value engineering opportunities.

_____ Evaluate and document scope/quantity/cost in comparison to materials selection and the preparation of specifications.

_____ Factor the current inflation rate and other economic variables into the statement of probable net cost.

Minimum training units required: 10

NOTES

6. Code Research

Skills and Application Activities:

Activity Achieved?

Complete the following activities for a new facility and for an existing facility:

_____ Evaluate design alternatives based on code requirements.

_____ Research all applicable codes.

_____ Develop a life-safety analysis.

_____ Participate in preliminary meetings with code officials and make design adjustments to reflect compliance with relevant codes.

_____ Develop a list of required agency approvals during final project reviews.

Minimum training units required: 15

Definition

Code research involves evaluating the relevant local, state and federal regulations that protect public health, safety, and welfare in the context of a specific project.

Core Competencies

At the completion of your internship, you should be able to:

- identify and evaluate the public health, safety, and welfare issues regarding a specific project
- research and evaluate local, state, and federal regulations that govern a project
- provide the owner/client with an analysis of how the project will respond to code issues

Awareness and Understanding Activities

Understand the information, concepts, and principles contained in:

- AHPP Chapter 15.4
- IBC, UBC, BOCA, and SBC manuals, the Americans with Disabilities Act, and any other applicable regulatory manuals
- AIA's Guidelines for Building Codes and Standards, and model code documents

NOTES

You must acquire 700 training units to satisfy the IDP training requirement. One training unit equals eight hours of acceptable activity in a given training area. Appendix B lists the IDP training categories and areas and the required training units for each.

7. Design Development

Definition

Design development involves the further refinement of the project's schematic design, including details and selected materials, following the owner's approval of the schematic design.

Core Competencies

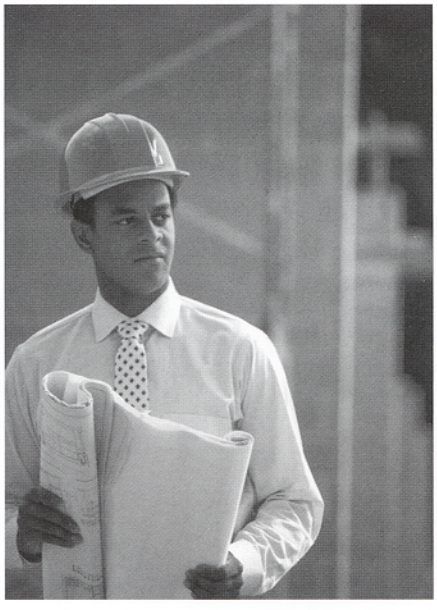
At the completion of your internship, you should be able to:

- develop drawings and documents for the owner/client that detail the project's scope, quality, and cost
- provide details regarding design specifications, systems, consultants, and materials

Awareness and Understanding Activities

Understand the information, concepts, and principles contained in:

- AHPP Chapter 18.3
- CSI Chapters FF/010, FF/180, and SP/070



Skills and Application Activities:

Activity Achieved?

Complete the following activities for a specific project:

_____ Prepare design development documents from the approved schematic design.

_____ Participate in discussions with the client reconfirming project scope, quality, and cost.

_____ Incorporate appropriate levels of detail in drawings and prepare outline specifications.

_____ Document client meetings and evaluate their impact on the design program.

_____ Coordinate and cross-reference documents.

_____ Coordinate the work of consultants, identify conflicts between building systems, and resolve those conflicts.

_____ Ensure that the specifications and drawings conform to previously established requirements and meet applicable codes.

Minimum training units required: 40

NOTES

8. Construction Documents

Skills and Application Activities:

Activity Achieved?

Complete the following activities for a specific project:

_____ Document meeting outcomes and evaluate their impact on the construction documents.

_____ Check the program for inconsistencies between the design development and construction documents.

_____ Assist the client in obtaining required approvals and permits.

_____ Coordinate and cross-reference documents including the work of consultants.

_____ Prepare plan, elevation, section, and detail drawings that clearly augment the design development documents.

_____ Prepare a schedule for preparation of construction documents with milestone markers and reviews as appropriate.

_____ Outline mock-ups of project drawing sets.

Minimum training units required: 135

Definition

The construction documents are the final written and graphic instructions used to commence the construction of the project. Construction documents must be accurate, consistent, complete, and understandable.

Core Competencies

At the completion of your internship, you should be able to:

- prepare a complete set of architectural construction documents for a simple project
- review the documents with the client

Understanding and Awareness Activities

Understand the information, concepts, and principles contained in:

- AHPP Chapter 18.5
- CSI Chapters FF/010, FF/030, FF/070, FF/080, and FF/090

NOTES

You must acquire 700 training units to satisfy the IDP training requirement. One training unit equals eight hours of acceptable activity in a given training area. Appendix B lists the IDP training categories and areas and the required training units for each.

9. Specifications & Materials Research

Definition

Specifications and materials research includes the analysis and selection of building materials and systems. This information is used to prepare the project manual for bidding and construction.

Core Competencies

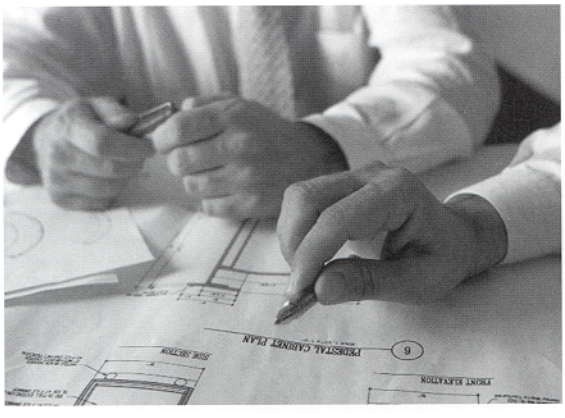
At the completion of your internship, you should be able to:

- prepare an outline specification
- select and specify fixtures and equipment
- prepare a specification standard in the CSI format (one section)
- translate the construction requirements into a specifications format
- communicate the relationship between the drawings and specifications and the construction process to consultants and clients/owners
- articulate and produce a logical and sequential plan based on the specifications (production sequence flow chart) for consultants and clients/owners
- research and select appropriate building materials based on performance criteria, program requirements, and sustainability

Awareness and Understanding Activities

Understand the information, concepts, and principles contained in:

- AHPP Chapter 18.6
- CSI Chapters FF/070, FF/100 through FF/170, SP/010 through SP/060, and SP/080 through SP/130
- The Sweets Catalogs



Skills and Application Activities:

Activity Achieved?

Complete the following activities for a specific project:

_____ Investigate product literature or question representatives about materials selection information useful in the preparation of specifications.

_____ Review and compare outline specifications with the project manual.

_____ Prepare a descriptive and reference standard specification.

_____ Prepare a preliminary project description, outline specifications, and construction specifications.

_____ Articulate and produce a logical and sequential plan based on the specifications (production sequence flow chart) for consultants and clients/owners.

Minimum training units required: 15

NOTES

10. Document Checking & Coordination

Skills and Application Activities:

Activity Achieved?

Complete the following activities for a specific project:

_____ Develop a list of all project drawings and other documents, including brief descriptions of their contents, and review to check that there is adequate information to successfully describe the project.

_____ Assist in cross-checking products and materials called for in the specifications for consistency with corresponding terminology and descriptions in the construction documents.

_____ Coordinate drawings prepared by others for accuracy of dimensions, notes and indicator abbreviations.

_____ Assist in developing a schedule of lead time required for proper coordination with other disciplines.

_____ Check consultants' drawings with architectural drawings and other consultants' drawings for possible conflicts and interference of plumbing lines, ductwork, electrical fixtures, etc.

_____ Assist in the final documents review for compliance with applicable codes, regulations, etc.

_____ Apply standard document checking procedures, and make revisions and corrections from outline mock-ups, red-lined drawings, and project document sets.

Minimum training units required: 10

Definition

Document checking and coordination is one of the means by which quality assurance is established and maintained throughout all phases of the project.

Core Competencies

At the completion of your internship, you should be able to:

- understand the significance of preparing technically competent documents
- assure that information produced by the various disciplines involved in the design/construction process is coordinated within the documents
- apply standard document checking procedures for a project
- schedule and manage the document checking process with all project team members

Awareness and Understanding Activities

Understand the information, concepts, and principles contained in:

- AHPP Chapters 18.5 and 18.6
- CSI Chapters FF/070, FF/080, FF/090, and SP/050

NOTES

You must acquire 700 training units to satisfy the IDP training requirement. One training unit equals eight hours of acceptable activity in a given training area. Appendix B lists the IDP training categories and areas and the required training units for each.

11. Bidding & Contract Negotiation

Definition

Bidding and contract negotiation involves the establishment and administration of the bidding process, issuing of addenda, evaluation of proposed substitutions, review of the bidders' qualifications, analysis of bids, and selection of the contractor(s).

Core Competencies

At the completion of your internship, you should be able to:

- define and describe the key components of the bidding and contract negotiation process
- complete bidding and contract forms
- follow appropriate procedures during the bidding process
- understand bidding and contract negotiation related to alternative project delivery methods, including negotiated contracts and design-build

Awareness and Understanding Activities

Understand the information, concepts, and principles contained in:

- CSI Chapters FF/040, FF/050, FF/060, FF/190, SP/010, SP/020, SP/030, and SP/150

Skills and Application Activities:

Activity Achieved?

Complete the following activities for a specific project:

_____ Prepare bidding documents and maintain the distribution register for design-bid-build projects.

_____ Research and prepare an addendum and a bulletin.

_____ Assess requests for substitutions.

_____ Create simulated bids for large and small projects and justify their cost-effectiveness.

_____ Develop and illustrate a comparative analysis of bids.

_____ Compare bids with estimated and actual costs.

_____ Attend a bid opening and observe the bidding process.

_____ Review contracts including owner/contractor and design-build.

Minimum training units required: 10

NOTES

12. Construction Phase–Office

Skills and Application Activities:

Activity Achieved?

Complete the following activities for a specific project:

_____ Attend a preconstruction conference.

_____ Participate in verifying the punch list.

_____ Manage, review, and coordinate the shop drawings, samples, and other items submitted by the contractor.

_____ Process change orders, RFIs, and requests for clarifications.

_____ Document the conflicts that occur during the construction process and propose at least two alternative resolutions to a given conflict.

_____ Receive information and submittals required for the contractor's notice to proceed.

_____ Maintain communication with everyone involved in the construction process, including the owner.

_____ Review and approve certificates and applications for payment.

_____ Understand the procedure for a project close-out.

_____ Participate in post-construction services, including post-occupancy evaluation, condition surveys, and facilities management.

Minimum training units required: 15

Definition

Construction phase—office involves the administration of office-related activities during a construction contract.

Core Competencies

At the completion of your internship, you should be able to:

- understand the relationship between the construction documents and the construction contract administration process
- organize and manage tasks during the construction phase
- follow appropriate procedures during the construction phase
- understand post-construction services

Awareness and Understanding Activities

Understand the information, concepts, and procedures contained in:

- AHPP Chapters 11.3, 14.4, 18.7, 18.9, and 19
- CSI Chapter FF/190

NOTES

You must acquire 700 training units to satisfy the IDP training requirement. One training unit equals eight hours of acceptable activity in a given training area. Appendix B lists the IDP training categories and areas and the required training units for each.

13. Construction Phase–Observation

Definition

Construction phase—observation involves the administration of construction contracts in the field.

Core Competencies

At the completion of your internship, you should be able to:

- understand the relationship between the construction documents and the construction contract administration process
- organize and manage tasks during the construction phase
- follow appropriate procedures during the construction phase
- evaluate the actual construction for compliance with the construction documents

Awareness and Understanding Activities

Understand the information, concepts, and principles contained in:

- AHPP Chapters 18.7 and 18.9
- CSI Chapter FF/190

Skills and Application Activities:

Activity Achieved?

Complete the following activities for a specific project:

_____ Document unforeseen conditions that arise during construction and develop several alternative solutions to resolve these problems.

_____ Review field meeting agendas and attend meetings when appropriate.

_____ Verify the completion of punch list tasks.

_____ Verify monthly certificates and applications for payment.

_____ Take minutes at a regular job site meeting.

Minimum training units required: 15

NOTES

14. Project Management

Skills and Application Activities:

Activity Achieved?

Complete the following activities for a specific project:

_____ Assess time requirements for all project tasks.

_____ Develop a project work plan that includes task/responsibility definitions, personnel requirements, schedule, and budget.

_____ Evaluate project work progress.

_____ Participate in project reviews and coordination.

_____ Demonstrate an understanding of client billings.

_____ Participate in and document the project close-out process.

_____ Demonstrate an understanding of the dispute resolution process.

_____ Establish initial client invoices per contracts.

_____ Participate in the management of consultants and review all contracts and billing approvals.

Minimum training units required: 15

Definition

Project management involves the creation and maintenance of a systematic, comprehensive, and traceable record of the project.

Core Competencies

At the completion of your internship, you should be able to:

- coordinate communication among all parties involved in a given project
- assist in managing contracts, personnel, and the budget throughout all phases of a small project
- administer architect/owner and consultant agreements
- manage contractual relationships

Awareness and Understanding Activities

Understand the information, concepts, and principles contained in:

- AHPP Chapters 10.1, 11.2, 11.3, 12.2, 14.1, 14.2, 14.3, and 14.4
- CSI Chapters FF/010, FF/070, FF/080, FF/090, FF/180, and SP/050

NOTES

You must acquire 700 training units to satisfy the IDP training requirement. One training unit equals eight hours of acceptable activity in a given training area. Appendix B lists the IDP training categories and areas and the required training units for each.

15. Office Management

Definition

Office management involves the administration and allocation of the office's resources to support the goals of the firm.

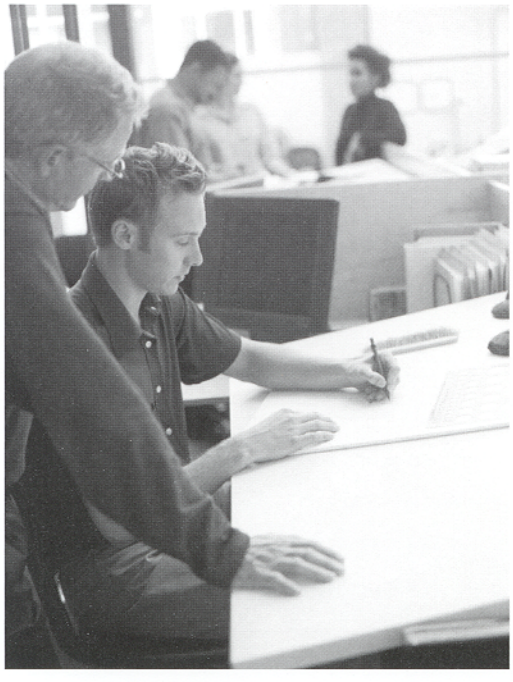
Core Competencies

At the completion of your internship, you should be able to identify and articulate the activities required to maintain a successful and healthy architectural office environment.

Awareness and Understanding Activities

Understand the information, concepts, and principles contained in:

- AHPP Chapters 6.1, 6.7, 7.1, 7.2, 7.3, 8.1 through 8.4, 9.1 through 9.4, 11.1, 11.2, 11.3, 12.2, 13.1, 15, and 18.9



Skills and Application Activities:

Activity Achieved?

_____ Review economic trends, forecasts, and indicators in relation to the firm's markets.

_____ Review the firm's philosophy, organization, and goals.

_____ Participate in the firm's marketing process.

_____ Assist in interviewing for a project.

_____ Participate in establishing opportunities for professional collaboration, team building, consensus building, and conflict resolution.

_____ Research benefits offered by the firm including health and disability insurance, annual leave, and pension plans.

_____ Calculate your total compensation figure.

_____ Prepare interview questions for employment candidates.

_____ Participate in the employment interview process.

_____ Understand the economic performance data or indicators used by the firm to track its performance.

_____ Understand the risk management process and related tools.

Minimum training units required: 10

NOTES

16. Professional & Community Service

Skills and Application Activities:

Activity Achieved?

_____ Participate in a professional association by volunteering to serve on committees and related service activities. **Training units cannot be earned for attendance only at meetings or conferences.**

_____ Provide career counseling/mentorship for high-school and college students.

_____ Take an active role in national, state, and local government affairs.

_____ Conduct educational programs about the profession in elementary and secondary schools.

_____ Participate in civic organizations, neighborhood groups, museum programs, and other activities addressing such issues as homelessness, natural disasters, historic preservation, resource conservation, and environmental awareness.

_____ Participate as a member or consultant to a local zoning board, planning committee, fine arts review board, or similar community-based organization.

Minimum training units required: 10

Definition

Professional and community service is any voluntary participation, during your internship, in a broad range of professional and community activities. Public service develops and enhances an understanding of the factors that shape society and influence professional knowledge and skills. ***Public service is not limited to architecturally related activities.***

Core Competencies

At the completion of your internship, you should be able to responsibly volunteer in a traditional or nontraditional community-based organization to help enhance the quality of life.

Awareness and Understanding Activities

Understand the information, concepts, and principles contained in:

- the chapter titled "Goal Seven/Service to the Nation" in *Building Community*, published by the Carnegie Foundation for the Advancement of Teaching (1996)

Other Related Activities

The Intern Development Program is not intended to be narrow or restrictive; rather, IDP brings the broad aspects of architectural practice into proper perspective. In addition, new services that do not fall into more traditional practice settings are opening to architects. Other related activities allow you, while developing basic practice skills, to gain expertise in these areas.

Possible related activities include energy conservation, computer applications, planning, interior design, landscape architecture, environmental and structural engineering, applied research, teaching, historical restoration, and professional delineation. If you are amassing a considerable portion of your training in related activities, you should determine from your registration board how much of this time is acceptable in accordance with your board's requirements. Appendix E describes many of the NCARB conditions governing IDP training.

Supplementary Education Conditions

Supplementary education serves two primary functions: (1) to expand upon knowledge and skills acquired through training and (2) to keep abreast of new information affecting architectural practice. **Supplementary education is not designed to substitute for required training in each IDP training area; rather, it enriches day-to-day experience.**

You may earn training units through the following NCARB-recognized supplementary education activities:

1. Completing activities provided in the *AIA Supplementary Education Handbook*. Refer to the chart in Appendix I for the IDP training unit credit available. To order the *AIA Supplementary Education Handbook,* call AIA's Emerging Professionals Division at 202/626-7456.

2. Completing AIA-approved continuing education resources and programs. IDP training unit credit for AIA Continuing Education Programs is earned at a rate of **1.2** IDP training units per AIA Learning Unit Hour. An AIA transcript must accompany your IDP training reports documenting completion of AIA-approved resources (refer to Appendix A for listing).

3. Earning a post-professional degree in architecture **after** earning a professional degree in architecture from a program accredited by NAAB or CACB. A post-professional degree in architecture received before July 1, 2002, earns 235 training units in IDP Training Category D. A post-professional degree in architecture received after July 1, 2002, earns 117 training units in IDP Training Category D. Credit hours must be in subjects evaluated by NCARB as directly related to architecture.

The above activities should be compared with those recognized by your registration board. If differences exist, you should use board-approved resources. Supplementary education activities are subject to the following conditions:

- Except for a post-professional degree in architecture, no training units may be earned for supplementary education unless the intern is employed in a recognized training setting (refer to Appendix E).
- Supplementary education cannot be used to satisfy the minimum training unit requirements in IDP Training Areas 1-16 (refer to Appendix B).
- Credit for supplementary education activities may not exceed 235 training units.

Training Unit Credit for AIA Supplementary Education Handbook Activities

HANDBOOK ACTIVITIES (12th EDITION)		IDP TRAINING AREAS	Category A: Design & Construction Documents	1. Programming	2. Site & Environmental Analysis	3. Schematic Design	4. Engineering Systems Coordination	5. Building Cost Analysis	6. Code Research	7. Design Development	8. Construction Documents	9. Specifications & Materials Research	10. Document Checking & Coordination	Category B: Construction Contract Administration	11. Bidding & Contract Negotiation	12. Construction Phase—Office	13. Construction Phase—Observation	Category C: Management	14. Project Management	15. Office Management	Category D: Related Activities	16. Professional & Community Service	TOTAL
1.1	The Building Enterprise																			.5		.5
1.2	The Architecture Profession																			.4		.4
1.3	Education and Licensure																			.4		.4
1.4	Professional Options																			.4		.4
1.5	Professional Conduct and Ethics																			.6		.6
1.6	The Legal Environment																	1	1	.4		.6
1.7	The Regulatory Environment							4.5														4.5
1.8	The Political Environment																		3		2.5	5.5
1.9	Organization and Management																		5			5
1.10	Human Resources																		5.5			5.5
1.11	Financial Management																	1	5			6
1.12	Project Management																	6				6
1.13	Interprofessional Relationships																	3	2			5
1.14	Marketing and Public Relations																		7			7
1.15	Risk Management																	2	4			6
2.1	Project Delivery Approaches																	7	2			9
2.2	Contractual Issues																	5	2			7
2.3	Pre-Design Services			5			2															7
2.4	Site Analysis				6																	6
2.5	Building Design					6			1													7
2.6	Construction Documents									3	1	3		1								8
2.7	Bidding and Negotiation													6								6
2.8	Construction Contract Administration														9	2						11
2.9	Postconstruction Services														2	2						4
2.10	Supplemental Services																			5		5
TOTAL			**5**	**6**	**6**		**2**	**4.5**	**1**	**3**	**1**	**3**		**7**	**11**	**4**		**25**	**36.5**	**32**	**2.5**	**149.5**

**Note:* No credit can be earned for completion of previous editions of *AIA Supplementary Education Guides* unless completed by July 1, 1992. For further information, interns should contact the AIA (refer to Appendix A).

Applying for Examination/Registration (for NCARB Council Record Holders)

The Architect Registration Examination (ARE) is offered year-round at a network of computer-based test centers. When applying for admission to the ARE, please follow these important steps.

Contact Your Registration Board

In order for you to understand all applicable requirements and procedures, it is important that you contact the architectural registration board in the jurisdiction where you plan to register as an architect. The address and phone number of each registration board is available at www.ncarb.org/stateboards/index.html.

You should inform the registration board that NCARB will be submitting your Council Record in support of your application to take the exam. The registration board will give you specific requirements and exam fees. **Please note that NCARB will not transmit your Council Record until you have met all of the board's eligibility requirements.**

Request Transmittal of Your Council Record

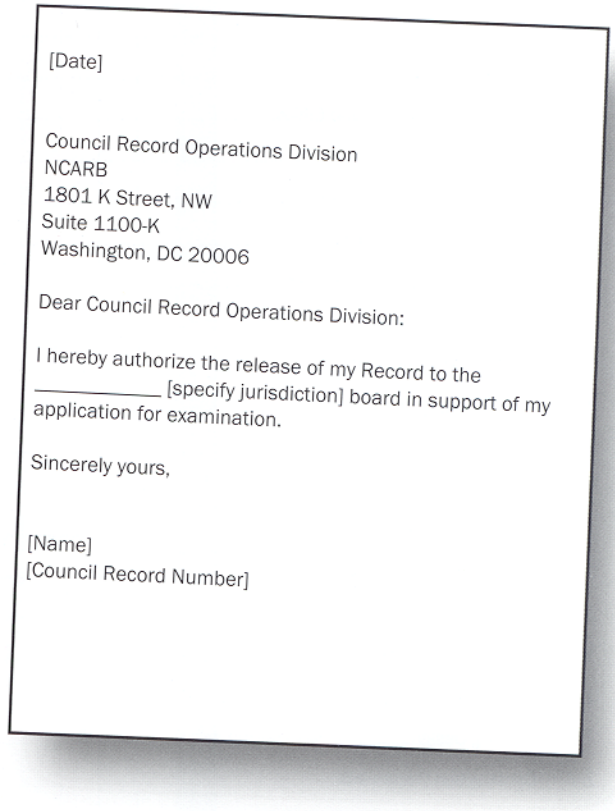
When you have satisfied your registration board's eligibility requirements and have paid the balance of your Council Record compilation fee*, NCARB will request written authorization to transmit your Record (see sample at right). **This authorization may be submitted directly from our web site at www.ncarb.org/forms/req_idptran.html. Transmittal authorization cannot be submitted until requested by NCARB.**

Transmittals will be made on a strict date-order basis within 30 days receipt of the transmittal authorization. **This policy will be strictly enforced. Incomplete or incorrectly completed forms will result in delays.**

If you wish to have additional information transmitted to the same jurisdiction (after the initial transmittal), NCARB will do so upon your written authorization. If you require a second complete transmittal to another state, we will charge the regular $270 transmittal fee.

*This fee varies, depending on the amount paid when the Council Record was established and whether the transmittal is made within 12 months of establishing the Record.

SAMPLE TRANSMITTAL REQUEST LETTER



[Date]

Council Record Operations Division
NCARB
1801 K Street, NW
Suite 1100-K
Washington, DC 20006

Dear Council Record Operations Division:

I hereby authorize the release of my Record to the _____ [specify jurisdiction] board in support of my application for examination.

Sincerely yours,

[Name]
[Council Record Number]

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